



## **ASSISTANT FIRE CHIEF**

### **Purpose:**

To support and promote the mission and values of the City and the Department. To provide leadership for department members toward conducting our lives on a daily basis in accordance with the mission and values. To assist and support the Fire Chief in providing a vision for the department and to plan for the successful implementation of that vision.

To assist in planning, directing, and reviewing the activities and operations of the Fire Department including fire suppression, hazardous material mitigation, fire and life safety code compliance, public safety education, emergency medical services, and administrative support services. To assist in coordinating assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the Fire Chief.

### **Supervision Received and Exercised:**

Receives general direction from the Fire Chief.

Exercises direct supervision over sworn, technical, and clerical staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Participate in development of the five year plan. Utilize 360 feedback while focusing on a clear concise doable plan.
- Provide leadership to various department personnel so as to foster a capable qualified staff that will someday assume the reigns of the department.
- Develop, plan, and implement quarterly goals and objectives; recommend and administer policies and procedures.

*Effective July 2000*

*Revised July 2002 Range Changed*

*Revised June 2003 Range Changed*

*Revised April 2006, included new Assistant Chief over Fire Prevention and Public Safety Education Division responsibilities.*

CITY OF TEMPE  
Assistant Fire Chief (continued)

- Coordinate Department activities with those of other departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence; always represent the Department in a positive and professional manner.
- Participate in the development of the Department's work plan; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.
- Participate in the development and administration of the Fire Department budget; participate in the forecast of funds needed for effective operation of the department; monitor and approve expenditures; implement mid-year adjustments.
- Participate in recommending the appointment of personnel; provide guidance and opportunities for career development of employees; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Respond to major emergencies and assume an appropriate role within the Incident Command System.
- Participate in the research of alternative approaches to fire suppression, hazardous material handling, fire and life safety code, and emergency programs.
- Prepare a variety of technical and departmental activity reports.
- Participate in employee relations activities as related to the Fire Department. Represent the City as part of the management negotiating team for the Meet and Confer ordinance. Provide positive input with the goal of developing a Memorandum of Understanding that benefits both the City and the Union.
- Respond in a timely and positive manner to complaints and requests for information.
- Represent the Fire Chief, the Department, and the City in relationships with the public, community groups, professional organizations, other City departments and divisions, and outside agencies.
- Attend and participate in professional meetings, conferences, and workshops.
- Perform related duties as required.

*Effective July 2000*

*Revised July 2002 Range Changed*

*Revised June 2003 Range Changed*

*Revised April 2006, included new Assistant Chief over Fire Prevention and Public Safety Education Division responsibilities.*

**When Assigned to Fire Prevention and Public Safety Education Division:**

- Direct, oversee and participate in the development of the fire prevention and public education division work plan; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures.
- Represent the Fire Chief, the Department, and the City in relationships with the public, community groups, professional organizations, other City departments and divisions, and outside agencies.
- Participate in budget development and coordination; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Prepare, update and enforce the City fire codes, ordinances and standards.
- Represent the department at meetings to review new construction and subdivision plot plans; check and review building plans prior to issuance of permits by the Building Safety Division.
- Conduct inspections of buildings and property for fire hazards, efficiency of fire protective equipment, adequacy of fire exits and general compliance with fire prevention laws and standards.
- Conduct inspections and acceptance tests on automatic fire extinguishing systems and alarm systems; inspect the storage of explosives and flammables.
- Investigate fire to determine causes and damages; keep records of fire losses, inspections, investigations, fire deaths and injuries.
- Photograph fire scenes, collect evidence and prepare detailed and accurate reports for presentation in court; serve as an expert witness in court cases involving fire cause and code violations.
- Advise property owners on the removal of fire hazards and if necessary induce compliance to correct hazards.
- Receive and investigate complaints of alleged fire hazards and recommend corrective action as necessary to resolve complaints; answer questions and provide information to the public.

*Effective July 2000*

*Revised July 2002 Range Changed*

*Revised June 2003 Range Changed*

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CITY OF TEMPE  
Assistant Fire Chief (continued)

- Meet with citizen groups, organizations, contractors, architects, engineers and developers; conduct oral presentations and provide information on fire codes and fire prevention.
- Review construction documents in relation to fire prevention laws and codes.
- Respond to major fires on an on-call basis; notify other fire personnel of any unusual fire hazards.
- Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Six years of increasingly responsible command and supervisory experience in an organized fire department, including three years of administrative responsibility.

#### **Training:**

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in fire science, public administration, or a closely related field.

#### **Licenses/Certifications:**

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

**This position is unclassified and pursuant to the City of Tempe Personnel Rules and Regulations, Rule 1, Section 104, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.**

**Job Code: 4000**

**FLSA: Exempt**